

Retention and Classification Report

Agency: Sandy (Utah). Community Development Department (2818)

1000 Centennial Parkway
Sandy, UT 84070-1799
568-7100

Records Officer

27279	Building permit files
18715	Business license applications
20129	Code enforcement complaint forms
20128	Code enforcement files
20130	Code enforcement inspection reports
23482	General plan maps
85099	Non-residential building plans
25203	Publications
85100	Residential building plans
85100	Residential building plans

AGENCY: Sandy (Utah). Community Development Department

SERIES: 27279

3

TITLE: Building permit files

DATES: 2005-

ARRANGEMENT: Chronological by job date

DESCRIPTION:

These permits are issued as official building authorization for a variety of actions (construction, demolition, the installation of plumbing, electrical or mechanical equipment, and the placement of barricades). They contain inspection requests, inspection reports, certificates of occupancy, and any pertinent information relating to the project. They may also contain water source, sewer system, flood plain, and tank certificates.

RETENTION:

Retain 50 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 2.

AUTHORIZED: 08/12/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after permit is approved and then transfer to State Records Center. Retain in State Records Center for 49 years and then transfer to State Archives with authority to weed.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 27279

TITLE: Building permit files

(continued)

APPRAISAL:

Administrative

AGENCY: Sandy (Utah). Community Development Department

SERIES: 18715

3

TITLE: Business license applications

DATES:

ARRANGEMENT:

DESCRIPTION:

These files contain information on all business licenses issued in the municipality. All businesses are required to be licensed before conducting business within municipal boundaries. They contain the application, proof of payment, and approval forms from regulatory departments (e.g., fire, police, health).

RETENTION:

Retain for 4 years after final renewal of license

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 6, Item 2.

AUTHORIZED: 05/27/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after final renewal of license and then destroy.

APPRAISAL:

AGENCY: Sandy (Utah). Community Development Department

SERIES: 18715

TITLE: Business license applications

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. home address, age/birthdate, driver's license number, social security number, home telephone number

AGENCY: Sandy (Utah). Community Development Department

SERIES: 20129

3

TITLE: Code enforcement complaint forms

DATES:

ARRANGEMENT:

DESCRIPTION:

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes. They are arranged by address or name of complainant.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 9.

AUTHORIZED: 12/08/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. complainant information

AGENCY: Sandy (Utah). Community Development Department

SERIES: 20128

3

TITLE: Code enforcement files

DATES: 1990-

ARRANGEMENT: Chronological, thereunder numerical by case number

ANNUAL ACCUMULATION: 200.00 cubic feet.

DESCRIPTION:

These records document the criminal investigation of complaints relating to violations of the Sandy City zoning ordinances. They include a log (date, name, address, description, and action taken); an inspection report (complaint number, address, date received, zoning number, quadrant and council district numbers, property owner's name, address, telephone number; nature of complaint, initials of assigned inspector; chronology of inspections including date, time, description, action taken, and related notes; a summary of arrangements and contacts with violator), and the inspection summary (site, sidwell number, complaint number, date received and by whom, owner contact, phone number, status, complainant name, address, telephone and fax numbers, nature of complaint, date, initials, entry type, comment and date due).

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 11/1998

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then destroy.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 20128

TITLE: Code enforcement files

(continued)

Video recordings master: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the department.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

Protected.

Complainant name, address, telephone and mobil phone numbers, fax number

AGENCY: Sandy (Utah). Community Development Department

SERIES: 20130

3

TITLE: Code enforcement inspection reports

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

These case files document housing and zoning complaints. They are used to document municipal actions concerning the complaints and for reference purposes. They are arranged by address or name of complainant.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 16, Item 9.

AUTHORIZED: 12/08/2006

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

AGENCY: Sandy (Utah). Community Development Department

SERIES: 20130

TITLE: Code enforcement inspection reports

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. complainant information

AGENCY: Sandy (Utah). Community Development Department

SERIES: 23482

3

TITLE: General plan maps

DATES: 1980-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 12.

AUTHORIZED: 12/20/2000

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the permanent nature of land records and their legal and historic value in helping determine land and/or water rights.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 23482

TITLE: General plan maps

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Sandy (Utah). Community Development Department

SERIES: 85099

4

TITLE: Non-residential building plans

DATES: 1983-

ARRANGEMENT: Numerical by permit number.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of commercial, industrial, apartment structures. The complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed by the contractor in completing work as well as temporary facilities, job cleanup, security, time limits, deadlines, and the responsibilities of the architect, owner, and contractor. They are used for determining and enforcing building code compliance.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08/24/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1983 through 1983. Retain in State Records Center for 7 years and then transfer to State Archives with authority to weed.

APPRAISAL:

PRIMARY CLASSIFICATION:

Public

AGENCY: Sandy (Utah). Community Development Department

SERIES: 25203

3

TITLE: Publications

DATES: 1977-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the municipality or any of its departments, subdivisions or programs, and made available to the public, or the last manuscript report if not published.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/12/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sandy (Utah). Community Development Department

SERIES: 85100

4

TITLE: Residential building plans

DATES: 1983-

ARRANGEMENT: Numerical by permit number.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the blueprints and specifications submitted by building contractors or owners when applying for a building permit for the construction of residential buildings. The specifications are compiled by the architect for use by contractor to complete detail work providing type, grade, brand of materials to be used and general conditions which govern the methods to be employed. They also identify the temporary facilities, job cleanup, security, time limits, deadlines, and responsibilities of the architect, owner and contractor. They are used for determining code compliance and the enforcement of building codes. They are usually arranged by permit number or address.

RETENTION:

Retain 1 year

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 04/28/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm duplicate: For records beginning in 1977 through 1983.
Retain in State Archives permanently with authority to weed.

Microfilm master: For records beginning in 1977 through 1983.
Retain in State Archives permanently with authority to weed.

AGENCY: Sandy (Utah). Community Development Department

SERIES: 85100

TITLE: Residential building plans

(continued)

Paper: Retain in Office for 1 year after completion and final inspection and then destroy.

APPRAISAL:

Administrative Historical

These records are of historical interest as they provide a snapshot of the architecture in the area at a given time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sandy (Utah). Community Development Department

SERIES: 19036

3

TITLE: Zoning plan maps

DATES: undated

ARRANGEMENT: numerical

ANNUAL ACCUMULATION:

DESCRIPTION:

These maps show zoning boundaries within the municipality. They are usually blueprint maps which show streets, property lines, zoning boundaries, and area classifications. These maps are used for reference purposes and are frequently updated.

RETENTION:

Retain until microfilmed.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 20, Item 12.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

AGENCY: Sandy (Utah). Community Development Department

SERIES: 19036

TITLE: Zoning plan maps

(continued)

PRIMARY CLASSIFICATION:

Public